

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 1, 2003

PAYROLL LETTER # 03-015

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **PERSONNEL/PAYROLL OPERATIONS REORGANIZATION**

This is to inform you of a Personnel/Payroll Operations reorganization effective October 3, 2003 and also provides you with related telephone number changes. The reorganization is being implemented in our continued efforts to meet your needs. Please note the new telephone numbers and begin using them Friday, October 3, 2003.

Nancy Jang, Payroll Operations Supervisor, W-2/Non USPS Unit will assume responsibility for the Miscellaneous Deductions Unit. The Miscellaneous Deductions and Savings Bond Liaison telephone numbers are not changing. If you have a need to speak to the supervisor of these units, please contact Nancy at (916) 445-0871.

Mark Normand, formerly the Payroll Operations Supervisor, Miscellaneous Deduction/CSU Benefit Units is being reassigned as one of three supervisors in the Civil Service/Exempt Payroll Units. Two Payroll Specialists will also be reassigned from Miscellaneous Deductions/CSU Benefits to Civil Service/Exempt Payroll. Please continue to call the Payroll Telephone Liaison at (916) 323-3081 for assistance.

Leonard Squires, Payroll Operations Supervisor Civil Service (CS) Benefits Unit, will assume responsibility for The California State University (CSU) Benefits Unit. The CS/CSU Benefits Liaison telephone number is listed below; however, should you need to speak to the supervisor of these units, please contact Leonard at (916) 322-8120.

The Direct Deposit Unit is being relocated and will have new telephone numbers. These numbers are listed below.

The Personnel/Payroll Operations 9th Floor Receptionist Booth at 300 Capitol Mall is being closed effective October 14, 2003. Agencies that deliver mail to the 9th Floor will be redirected to the 10th Floor Receptionist Booth.

These telephone numbers are being changed in the California Personnel Office Directory (CPOD) and also in the Payroll Procedures Manual (PPM).

Direct Deposit: (916) 327-5023

(916) 322-4892

CS/CSU Benefits: (916) 323-4718

Health

Dental

Vision

Life

Flex Plans

Reimbursement Accounts

JRH:DW:pk